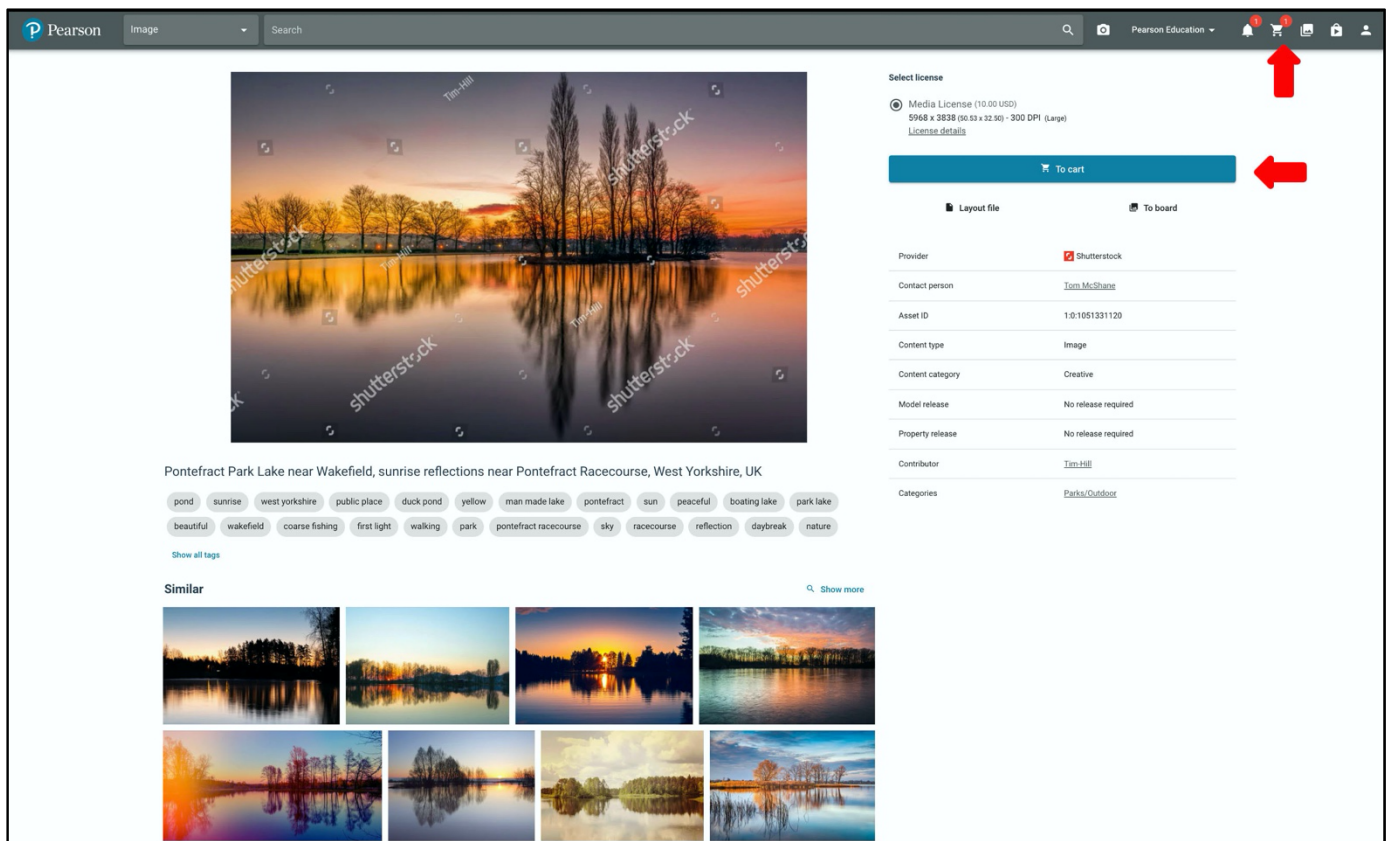# Asset Licensing Portal (ALP)

Carts

To license assets from the *Asset Licensing Portal (ALP)*, end users need to add asset(s) to their cart.

The cart is a checkout area displaying price, licensing information, and details about asset type. Depending on the *ALP* account status (an end user is either a *buyer* or *researcher*), the end user will see a *Checkout* button (*buyer*s) or an *Approval* button (*researchers*).

Adding Assets to a Cart

1. From the thumbnail display page, click on a thumbnail to open the *Asset Detail* preview

2. Click the *To cart* button

🛒 To cart

3. The asset is added to the cart and the count is updated (if there were zero assets in the cart, the count will change to 1; if there was already 1 asset in the cart, the count will change to 2, and so on)

4. Click on the *Cart* icon in the menu bar to view the assets in the cart or start a new search by typing keywords in the search box
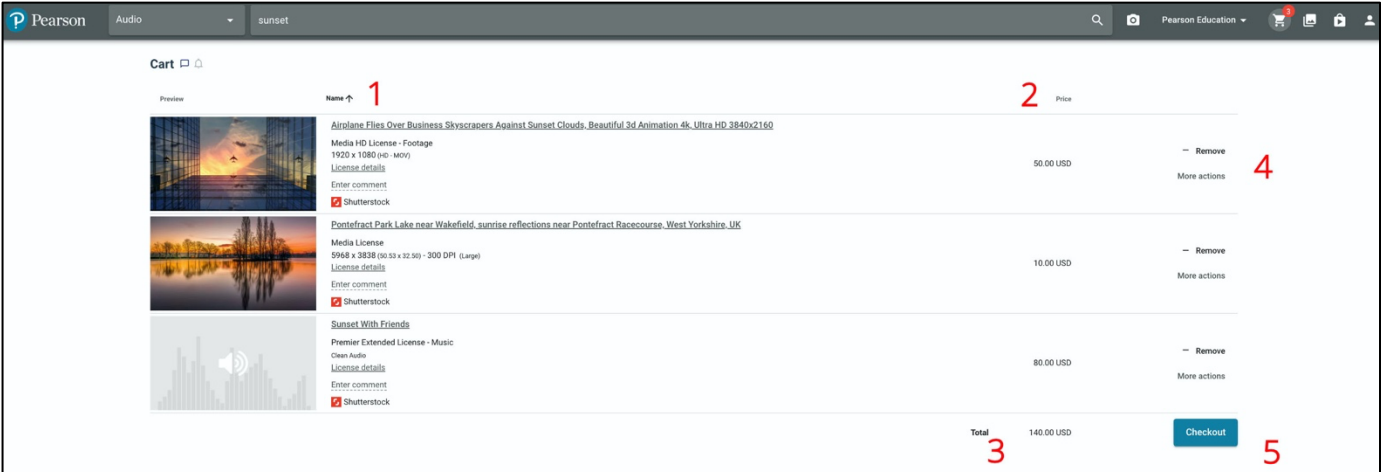
5. If starting a new search, repeat steps 1-4 to add additional assets to the cart

Licensing Assets (Buyers)

6. Once all the chosen assets are ready to be licensed, the end user proceeds to *Cart* by clicking the *Cart* icon (as per step 4). This opens the *Checkout* page and displays summary information about the assets, price, total to be charged, plus options to remove assets or add comments

   Note: comments and notification functionality are also covered in the Boards PDF guide. Comments within a Cart relate to the approval process for researchers when they assign a buyer (the researcher and the buyer can talk to each other using the comment feature). The comments will be recorded to the transaction and will be visible in the transaction log.

7. In *Cart,* end users are advised to review their chosen assets. Under the *Name* header (1 in the screenshot below), end users see the caption, license type, file type, a *License details* link, *Enter comment,* and the stock library source. The fee for each asset is displayed in the *Price* column (2) and the *Total* cost (3). End users can remove assets by clicking – *Remove* (4) or add the asset to a *Board* by selecting *More actions*

Note: If the end user clicks the License details link, a new dialogue box opens. End users can view information about the assets, including Contract details, Release information and Metadata by selecting the relevant heading (see the screenshot below for reference).

8. Once ready to proceed, the end user (*buyer*) clicks the *Checkout* button (5) as highlighted in the screenshot from step 7

> For *researchers,* the process is different from this point, as researchers need approval to continue. Go to page 5 if you see an *Approval* button instead of a *Checkout button.*

9. Clicking *Checkout* opens the *Fill purchase form*. The form is mandatory and is used to record usage for tracking/reporting purposes. Enter the required information and click Continue

[Continue]

Note: end users should consult with their Pearson colleagues/line managers if unsure how to fill out the form.

Fill purchase form

Please confirm how you intend to use your selected asset(s) by completing the following usage form.

You should only purchase original asset(s) if you intend to use the asset(s) in a final product. Please do not download original asset(s) for sample/selection/mock-up purposes (use Lo-Res instead), and do not re-download if you are experiencing technical issues. For further information, contact assetlibrarysupport@pearson.com.

Business division	Sub-Division
Virtual Learning	Virtual Schools

Distribution territory	Country of publication
Global	United Kingdom

Project reference ID	Project title
978123456789	Maths Grade 9 Student Book

Asset placement	
Digital and Print	

☑ Please tick to confirm you agree to our Terms and Conditions. Thank you!

[Continue]   Cancel

10. A *Checkout* dialogue box opens, designed to make sure that the end user wants to proceed with the licensing of the assets. At this stage, the process can still be cancelled by selecting the *Cancel* option

11. Select *License now* to license/download the assets

Checkout

You're about to license all assets from your cart.

Your account will be charged **140.00 USD**

[License now]   Cancel

Licensing Assets (Researchers)

1. Instead of a *Checkout* button, end users without permission to directly license assets (called researchers) must assign a *buyer* to approve the request. To do this, the end user clicks the *Approval* button [Approval]

2. Clicking *Approval* opens the *Fill purchase form*, as per step 9 in the previous section. Refer to step 9 (page 4) for details before clicking *Continue* [Continue]

3. Clicking *Continue* opens a *Checkout dialogue box*
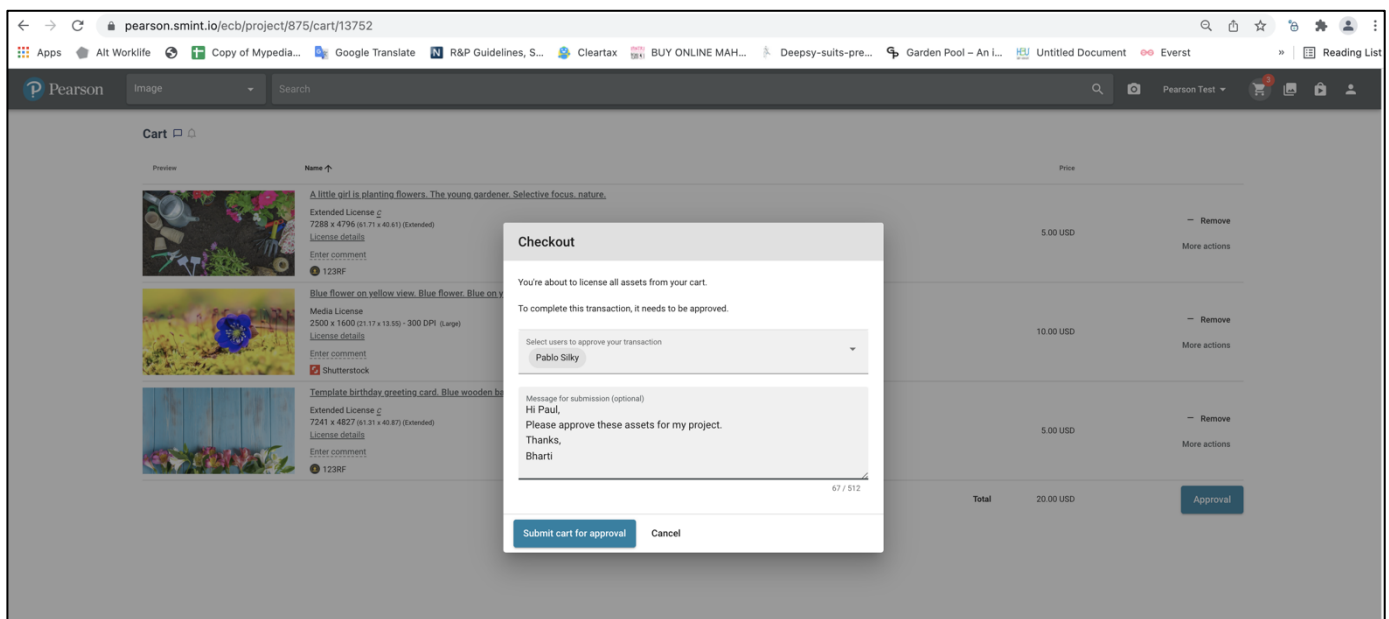
4. Researchers are required to assign a designated buyer from a list

   Note: Usually, the buyer will be a Pearson team colleague or Pearson contact. The listed buyers are all part of the same ALP user group/Smint.io 'project', e.g., Pearson India, as the researcher filling out the form.

5. Type the name or email address of the buyer and click the checkbox beside the name. This activates the *Submit cart for approval* button [Submit cart for approval]

   Note: if the buyer isn't listed, please contact assetlibrarysupport@pearson.com.

6. Add a message (optional) informing the buyer what the request is in relation to (the conversation can also continue with the buyer using the comments feature once the order has been submitted)

7. Click the *Submit cart for approval* button

Licensing Assets (Buyer Approval/Rejection End Process)

8. The *buyer* (assigned to approve the request by the end user *researcher)* receives an email notification from Smint.io<<u>noreply@smint.io</u>>

On Dec 1, 2021, at 1:14 PM, <u>Smint.io</u> <<u>noreply@smint.io</u>> wrote:

P Pearson

Bharti Kalra submitted a cart for approval!

Bharti Kalra submitted a cart for approval. Please click the *View Cart* button below to view the cart!

Bharti Kalra added a message to the submission: *Hi Paul, Please approve these assets for my project. Thanks, Bharti*

View Cart

If you do not feel responsible to handle that request, you can simply ignore this email. However, please be aware that Bharti Kalra is waiting for your decision and may be blocked performing further work if noone else is taking care about this request. If you have questions, please get in touch with us at <u>support@smint.io</u>.
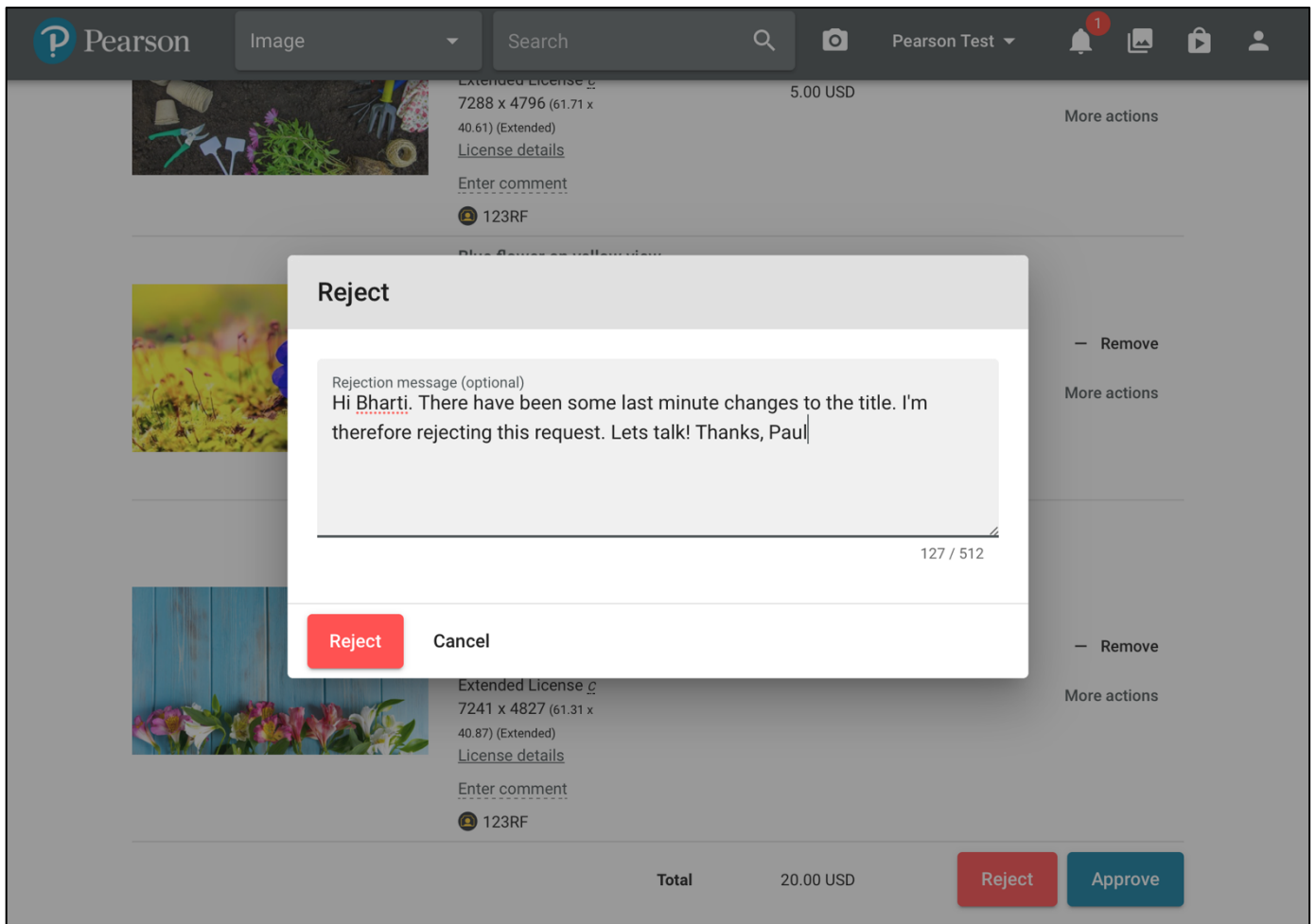
Your Pearson Education Asset Licensing Portal team

Powered by **Smint.io**

Get in touch: <u>support@smint.io</u>

9. Click the *View Cart* button in the email

10. Review the asset(s) in the cart and *Approve* or *Reject* the request (if rejecting the request, the buyer can add an optional message as in the example below)

Selecting *Approve* generates an automated email to the end user informing the recipient that the cart of assets has been approved and licensed!

Licensing Assets (Researcher Approval/Rejection End Process)

11. The end user (*researcher*) who submitted the request (step 7) receives a summary email (see Fig.1 below) confirming that the request has been rejected (if the buyer rejected the request), with the message (if added), and the option to click *View Project* (taking the end user back to the *ALP h*omepage to begin a new search). The assets have not been licensed

12. If the request has been approved, the end user (*researcher)* receives a summary email (see Fig.2 below) confirming that the request has been approved and licensed

13. Click *View Cart* in the approval email

14. The end user is taken to the *ALP Transactions Overview* page (see Fig.3 below) where the assets can be downloaded, either by clicking the *Download* button (1) located above the thumbnails or individually by selecting the *Download* buttons at the side (2, 3)
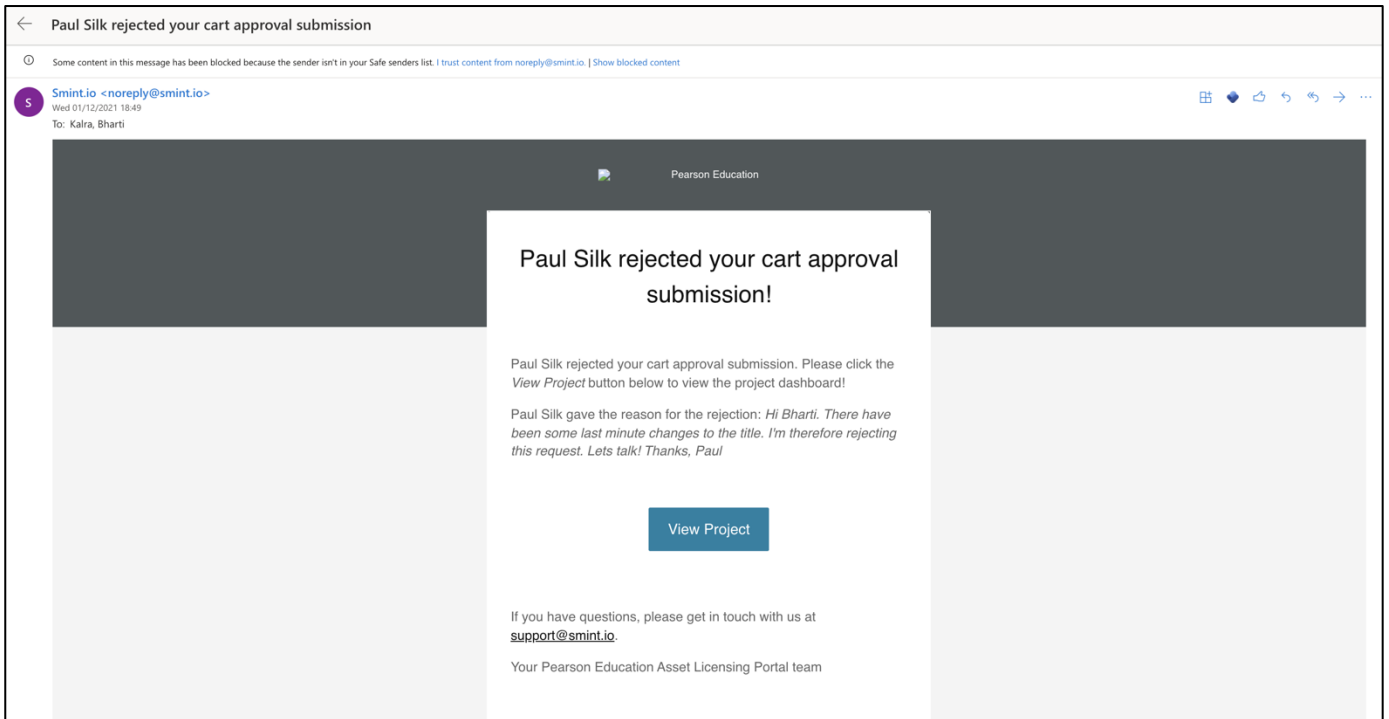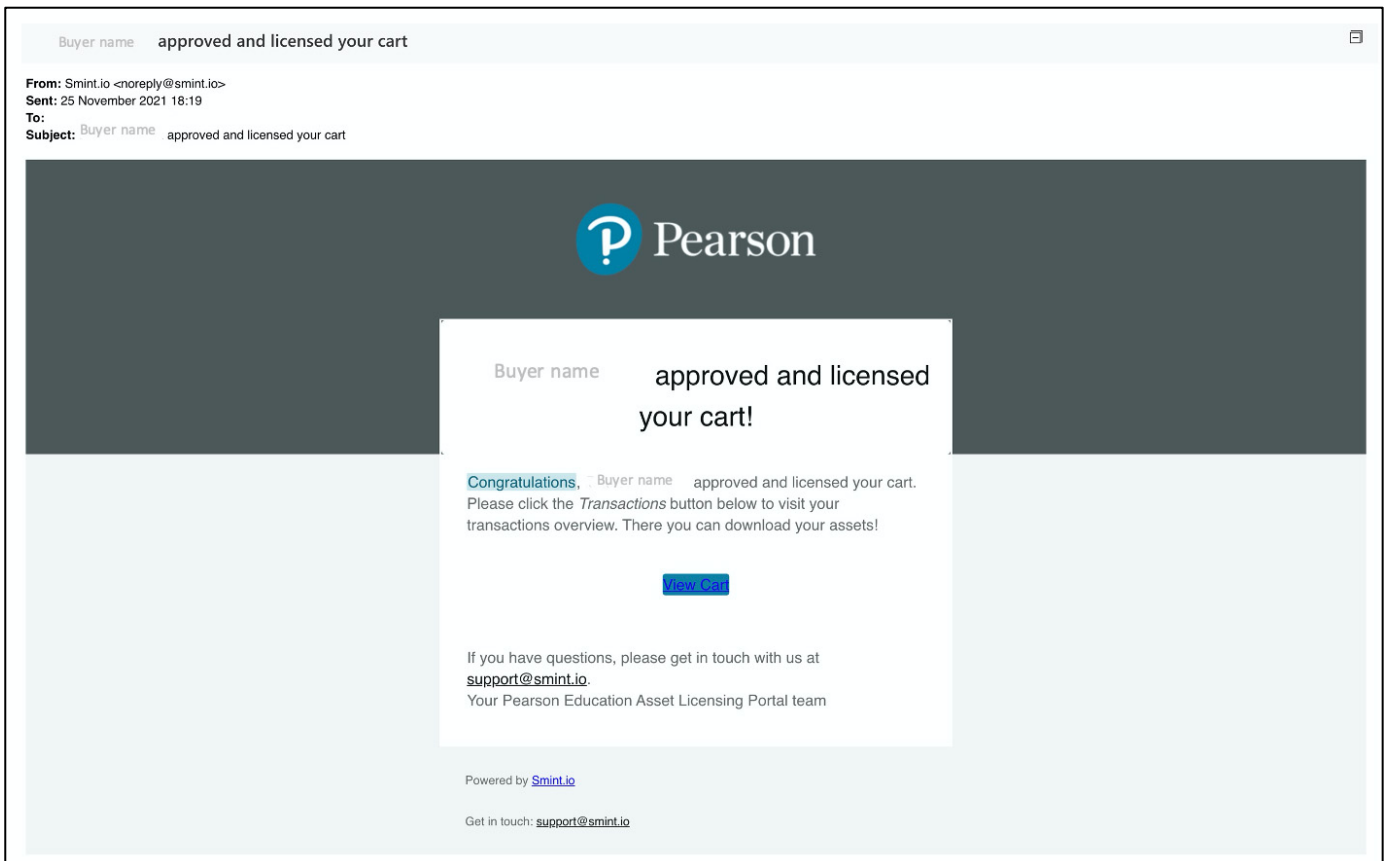
Fig.1 Rejection email

Fig.2 Approval email

Fig.3 ALP Transactions Overview Page/Downloads

For additional questions, please refer to the *FAQ/Buyer/Researcher PDFs* on the *ALP* help page at https://assetmanagement.pearson.com/dam.html or contact assetlibrarysupport@pearson.com.